

COLFAX VETERANS MEMORIAL HALL Meeting Agenda January 18, 2023 at 6:00 PM 22 Sunset Circle, Colfax, CA

Board of Trustees

Henry Silva (President) American Legion Post 192

Greg Westphalen American Legion Post 192

Paul Houck VFW Post 2003

David Green (Secretary) VFW Post 2003

Cindy Gustafson **Board of Supervisors**

Alternates

Bob Candler VFW Post 2003

Richard Teterault American Legion Post 192

Angelo Napolitano American Legion Post 192

- 1. Call Meeting to Order
- 2. Pledge of Allegiance
- 3. Introduction of Trustees and Alternates
- **Roll Call**

5. Approval of Minutes

a. Minutes from September 21, 2022 (Attachment).

6. Public Comment

a. Any member of the public may address the Hall Board regarding items not on this Agenda. It is requested that comments be brief, since the Board is not permitted to take any action on items addressed under public comment. Agenda Items should be submitted at least 3 weeks in advance for consideration to the Hall Coordinator at ColfaxHall@placer.ca.gov.

7. Information Items

a. Review Work Order / Custodial Hours Report (Attachment).

8. Action Items

a. Review / Modify / Ratify Building Maintenance Project List (Attachment).

- a. Late-arriving correspondence.
- b. Veterans Reports.

10. Announcements

a. Next regularly scheduled meeting date: May 17, 2023.

11. Adjournment

Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in public meetings. If you require disability-related modifications or accommodations, including auxiliary aid or services, to attend or participate in this meeting, please contact Facilities via the below methods. Requests should be made three (3) working days in advance whenever possible. Agenda and Attachments for the above referenced meeting can be viewed at the following link: http://www.placer.ca.gov/halls.









September 21, 2022 at 6 PM the meeting was called to order by Hank and the Pledge of Allegiance was said by all. Hank from American Legion's Greg from American Legion's David from Vfw AlterNet Richard from American license and alternate Angelo were present. A motion was made by Greg to accept The minutes as read second by David passed. There was no public comment. Emotion was made by David to give the Koufax green machine used to the higher the 50% discount in the Girl Scouts and for eight club was 100% second by Greg motion past. The meeting was adjourned at 6:47.

Date	Request ID	Original Message	Request Type	Sub Type	Status	Priority	Date Closed	Labor Hours	
		BLDG MNTC Building Services MEMORIAL HALL							
9/1/2022	77184	COLFAX MMP Maintenance Work	BM SWO	BM MMP	Open	Continuing			
		CUSTODIAL COLFAX MEMORIAL HALL MMP							
9/1/2022	77325	Perform custodial duties at the location.	Custodial SWO	Custodial MMP	Closed	Scheduled 30 Day	10/06/22	8	
		Perform preventive maintenance as per							
9/1/2022	77181	procedure details PM-HVAC	PM - HVAC	Routine PM	Closed	Low 1-10 Days	09/01/22		
		Perform preventive maintenance as per			l		//		
9/1/2022	//182	procedure details PM-HVAC	PM - HVAC	Routine PM	Closed	Low 1-10 Days	09/01/22		
0/1/2022	77100	Perform preventive maintenance as per	PM - HVAC	Routine PM	Closed	Lav. 1 10 Dave	00/01/22		
9/1/2022	//103	procedure details PM-HVAC Bldg Mntc Generator Quarterly Pm - Colfax	PIVI - TVAC	Routine Pivi	Cioseu	Low 1-10 Days	09/01/22		
		Trailer Mounted Stored at bldg. 210 PM-							
9/5/2022	11/1780	Generators	PM - Generators	Contractor Services	Closed	Scheduled 30 Day	09/19/22	2	
3/3/2022	114700	WO101987 for PM on Exit Lighting has been	TW Generators	CONTRACTOR SCIVICES	Closed	Scheduled 50 Day	03/13/22		
		completed. Batteries have been ordered and are							
		on back order for exit signs that were non-op on							
		PM. When batteries arrive, will install and							
9/13/2022	121417	complete this work order.	Electrical	Other	Closed	Low 1-10 Days	09/27/22		
		Evaluate and repair/replace any worn or				,			
		deteriorated signage. Interior and Exterior. VFA							
9/27/2022	121825	REQ23081	BM Projects Signage	Sign Replacement/Repair/Update PJ00131	In Progress	Continuing			
		BLDG MNTC Building Services MEMORIAL HALL							
10/1/2022	79018	COLFAX MMP Maintenance Work	BM SWO	BM MMP	Open	Continuing			
		CUSTODIAL COLFAX MEMORIAL HALL MMP							
10/3/2022	79191	Perform custodial duties at the location.	Custodial SWO	Custodial MMP	Closed	Scheduled 30 Day	11/02/22	7.5	
		Bldg Mntc Generator Quarterly Pm - Colfax							
/ . /		Trailer Mounted Stored at bldg. 210 PM-							
10/3/2022	114781	Generators Renter reported that the main floor doors would	PM - Generators	Contractor Services	Closed	Scheduled 30 Day	10/24/22		
		· '							
10/16/2022	122006	not latch to close and secure as well as the odor of potential gas in the building.	Building Maintanance	Other	Closed	Low 1-10 Days	10/26/22		
10/16/2022	123000	BLDG MNTC Building Services MEMORIAL HALL	Building Maintenance	Other	Cioseu	LOW 1-10 Days	10/26/22		
11/1/2022	80610	COLFAX MMP Maintenance Work	BM SWO	BM MMP	Open	Continuing			
11/1/2022	80010	CUSTODIAL COLFAX MEMORIAL HALL MMP	DIVI SWO	DIVI WIWIF	Орен	Continuing			
11/1/2022	80796	Perform custodial duties at the location.	Custodial SWO	Custodial MMP	Closed	Scheduled 30 Day	12/06/22	5	
		Perform preventive maintenance as per					==, ==,		
11/1/2022	80609	procedure details	PM - Equipment	Custodial Routine PM	Closed	Low 1-10 Days	01/04/23	1	
		Coordinate and oversee the window cleaning for				,			
11/1/2022	123551	the Colfax Memorial Hall	PM - Building Exterior	Routine PM	Closed	Continuing	10/31/22		
		Bldg Mntc Generator Quarterly Pm - Colfax							
		Trailer Mounted Stored at bldg. 210 PM-							
11/7/2022	114782	Generators	PM - Generators	Contractor Services	Closed	Scheduled 30 Day	11/29/22		
		No water to the building reported by Duane							
11/7/2022	124951	Espinoza.	Plumbing	Other	Closed	Low 1-10 Days	11/10/22	.2 2	
		Custodial Inspection of the facility Use Inspection							
		Form at T:\FAC\BUILDING							
		MAINTENANCE\CUSTODIAL\Inspection Reports		ļ	l				
11/28/2022	79627	PM-Cusodial	PM - Custodial	Inspection	In Progress	Low 1-10 Days			

		BLDG MNTC Building Services MEMORIAL HALL						
12/1/2022		COLFAX MMP Maintenance Work	BM SWO	BM MMP	Open	Continuing		
12/1/2022	01303	CUSTODIAL COLFAX MEMORIAL HALL MMP	5		open.	Continuing		
12/1/2022	82142	Perform custodial duties at the location.	Custodial SWO	Custodial MMP	Closed	Scheduled 30 Day	01/06/23	11
		Perform preventive maintenance as per						
12/1/2022	81984	procedure details PM-HVAC	PM - HVAC	Routine PM	Closed	Low 1-10 Days	12/01/22	
		Perform preventive maintenance as per				,		
12/1/2022	81985	procedure details PM-HVAC	PM - HVAC	Routine PM	Closed	Low 1-10 Days	12/01/22	
		Perform preventive maintenance as per						
12/1/2022	81986	procedure details PM-HVAC	PM - HVAC	Routine PM	Closed	Low 1-10 Days	12/01/22	
		Perform preventive maintenance as per						
12/1/2022	81987	procedure details PM-HVAC	PM - HVAC	Routine PM	Closed	Low 1-10 Days	12/01/22	
		Perform preventive maintenance as per						
12/1/2022	81988	procedure details PM-HVAC	PM - HVAC	Routine PM	Closed	Low 1-10 Days	12/01/22	
		Bldg Mntc Generator Quarterly Pm - Colfax						
		Trailer Mounted Stored at bldg. 210 PM-						
12/5/2022	114783	Generators	PM - Generators	Contractor Services	Closed	Scheduled 30 Day	12/19/22	
		Dana based is affithe well I asstice hellow resident						
		Base board is off the wall. Location: hallway going to the kitchen on the lefthand side towards the						
		staircase. If you need additional information,						
12/20/2022		please reach out to William Kesler thank you,	Building Maintanance	Flooring	Work Complete	Low 1 10 Days		
12/20/2022	12/130	please reach out to william kesier thank you,	Building Maintenance	Flooring	Work Complete	LOW 1-10 Days		
		Replace lock on custodial supply door (opposite						
		wall of kitchen window in main room). Change to						
12/28/2022	127293	passage type with no lock function.	Doors / Locks / Keys	Change locks	Work Complete	Low 1-10 Days		
12/20/2022	12,233	passage type with no lock ranetion.	Doors / Locks / Keys	change locks	Work complete	10W 1 10 Days		
		Make a sign that says "First Aid Kit Inside" to put						
		on the closet door at the Colfax Memorial hall.						
12/28/2022	127294	Deliver to Duane when complete.	Signage	Interior Flags and Banners	Work Complete	Low 1-10 Days		
		BLDG MNTC Building Services MEMORIAL HALL						
1/1/2023	83868	COLFAX MMP Maintenance Work	BM SWO	BM MMP	Open	Continuing		
		CUSTODIAL COLFAX MEMORIAL HALL MMP						
1/2/2023	84006	Perform custodial duties at the location.	Custodial SWO	Custodial MMP	Open	Scheduled 30 Day		2
		Bldg Mntc Generator Quarterly Pm - Colfax						
		Trailer Mounted Stored at bldg. 210 PM-						
1/2/2023	114784	Generators	PM - Generators	Contractor Services	Open	Scheduled 30 Day		
		Custodian Will Koslar reported a water last in the						
		Custodian Will Kesler reported a water leak in the Colfax Hall. He said the water appeared to be						
1/2/2022	127047	coming from the wall onto the floor. Plese see	Duilding Maintons	Part Look	In December	Madium 1.2 Days		
1/3/2023	12/91/	the attached photos for reference. Thank you,	Building Maintenance	Roof Leak	In Progress	Medium 1-3 Days		

	Project	Method	Original Request Date	Status		Current	\$10,000.00		Actual
PJ01223					Colfax Hall Board Requests - FY22-23	Carryover	\$28,970.00	Estimate	
	Manager				Balance		\$38,970.00		
	Duane Espinoza	99338	9/15/2021	Planning	Air conditioning units in Vetern.Auxiliary rooms.		Estimate	50000+	
					1/12/23 DE Project estimate to remove existing furnace and evaporative coolers, and install ducted central HVAC. Project will require request for renovation process. Hall Board will decide if they want to pursue that.				
				Di				400.000	
				Planning	Replace Countertops in Kitchen and Serving Window 1/12/23 Countertop cost estimate is about \$30,000. This is a rough order cost. Project should not exceed 30k. Actual cost will be determined once job order is created and bid by vendors. Approval to move forward needed from Hall Board to begin process.		Estimate	\$30,000	
					Colfax Hall total estimate		Sub Total	\$0	\$0 \$38,970
					Collax Hall total estillate		\$0.00	Balance:	\$30,370